



Welcome to the OPHS eGrants system!



Attached is the OPHS eGrants Grantee User Account Request Form. Please use this form to request a new Grantee user account, update information pertaining to an existing user account, or request that an existing user account be closed.

Current Project Director

Name: _____

Address: _____

Phone & FAX Number: _____

Email Address: _____

eGrants Roles

OPHS has identified two primary functions related to the administration of a grant –

- Management of the program funded under the grant, and
- Administration of the grant itself.

In the eGrants system we typically refer to these as “Program” and “Business” roles, respectively. Within each role we have identified three distinct levels at which staff operate.

Program Role	Business Role
• Manager (Program Director)	• Manager (Executive Officer, Financial Officer)
• Analyst / Staff (Nurse Consultant, Evaluator)	• Analyst / Staff (Administrative Officer)
• Support Staff (Administrative Assistant)	• Support Staff (Administrative Assistant)

Additional eGrants Grantee User Accounts

If you require additional grantee user accounts for your organization, please complete a copy of the attached change request form for each person. Because access to eGrants is based on the staff member's job function or role, please be sure to show the title or job position of the person for whom the account is requested.

Changes to Existing eGrants Grantee User Accounts

Should any information regarding an existing eGrants Grantee user account change, please complete, in its entirety, the attached change request form. Changes to existing accounts may include:

- Change is staff person's role* (indicate new Job Title)
- Update of person's contact information
- Closure of an account

*Requests for a change of the grant's Project Director/Project Investigator may not be completed using this form. These actions must be completed using eGrants or by contacting your assigned Grants Management Specialist.

Submission of the eGrants Grantee User Account Request Form

You should contact the OPHS eGrants Help Desk as soon as possible so the needed changes to Grantee user accounts can be made. Remember that Grantee user accounts must be actively managed for eGrants to remain an effective and secure E-Government tool.

Most account changes (role assignments, new accounts, account closures) must be requested by the assigned Project Director or other Grantee Authorized Official. The OPHS eGrants Help Desk will verify all account change requests as needed. If submitting the change request form via email, please submit using this person's email account.

Completed Grantee User Account Request Forms may be submitted to the **OPHS eGrants Help Desk** by email to eGrants-help@osophs.dhhs.gov or via standard mail to:

OPHS eGrants Help Desk
c/o RNSolutions, Inc
3206 Tower Oaks Blvd, Suite 100
Rockville, MD 20852
Phone : 301-231-9898 x142

You should also send a courtesy copy to your **Project Officer or Regional Program Consultant (Office of Family Planning only)**.

If you have any questions please contact the OPHS eGrants Help Desk.

OPHS eGrants
Grantee User Account Request Form



Request Type ☐ New Account Request
☐ Change to Existing Account
☐ Closure of Existing Account

OPHS Agency ☐ Office of Population Affairs
☐ Office of Family Planning
☐ Office of Adolescent Pregnancy Programs
☐ Office of Minority Health
☐ Office on Women's Health
☐ Office of the Surgeon General
☐ Office of Research Integrity
☐ Office of Disease Prevention and Health Promotion

Name

Title

Preferred eGrants User Account Name:

Your account name will be your "first initial plus last name" unless otherwise specified above.

Grantee Name

Grant No.

Address

City

State

ZIP + 4

Phone No.

Fax No.

Email Address

(Required)

User Account Change Requests must be requested by the current Project Director or other Authorized Grantee Representative

Requested by:

Phone:

Date:

New accounts: Initial account information will be sent to the email address provided. **Please change the initial password immediately.** OPHS recommends passwords be at least 8 positions and use both alphabetic and numeric characters.

